



**Department of Corrections  
NOTICE OF CHANGE TO  
DEPARTMENT OPERATIONS MANUAL**

**Chapter 1, Article 16, Public Records**

**Transmittal  
Letter Number: 03-01**

**Revision Date:  
  
January 18, 2002**

The purpose of this document is to provide Department Operations Manual (DOM) holders with information regarding the attached amendment to Chapter 1, Article 16, Public Records. The article has been revised in its entirety and renumbered for clarity. Delete old Sections 13040.1 through 13040.24 and replace with new Sections 13040.1 through 13040.20.

The Communications Office has amended language to the Public Records article in order to comply with current laws, statutes, and regulations. The following are some of the changes and/or additions which make the policy language more clear and concise in order to give California Department of Corrections' employees better understanding on policy, goals, and procedures.

Specifically, the revision expands definitions, clarifies designation of the Public Records Officers, and expands the provision for the Public Record request process (e.g., requirement of submitting Public Records requests in writing). The disclosure and exemption provisions and the time limits for providing copies and extension of time limits have been slightly modified in keeping with current laws and statutes. Copy costs for reproduction of records has been modified as a result of research analysis on costs and to comply with current laws and statutes. The references have also been updated.

Please inform all persons concerned of the contents of this notice, which shall be maintained and the information contained in this document utilized until it is incorporated into the next updated DOM. Please direct any inquiries regarding this notice to Rick Grenz, Chief, Regulation and Policy Management Branch at (916) 324-4331 or CALNET 454-4331.

**EDWARD S. ALAMEIDA, JR.**  
Director  
Department of Corrections

Attachment(s)